SCHOOL DISCIPLINE DATA REPORTING INSTRUCTION MANUAL

For School Year 2004-2005

TABLE OF CONTENTS

SCHOOL DISCIPLINE DATA REPORTING
SEPTEMBER 2004

GENERAL INSTRUCTIONS

Reporting Period: July 1, 2004, through June 30, 2005.

Due Date: June 30, 2005.

Reporting Entities: Every public school in each public school district in the state, including publicly funded schools.

Data To Be Reported: Any incident that takes place during the reporting period that:
- results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

Electronic Submission: All reporting entities are strongly encouraged to report electronically over the Internet. The application will open the middle of September and remain open through June 30, 2005. Data may be entered at any time during that period. User names and passwords are required to access the application (user names and passwords were mailed to school districts in mid-June 2004). Instructions for electronic data entry can be found in Appendix B.

Training, Instruction Modules: There are several on-demand training modules that will be available on the Internet throughout the reporting period. The modules are located at http://www.opi.state.mt.us/SchoolDiscipline/. These modules use QuickTime software for viewing. This software may be downloaded from any OPI Web page - click on the icon at the bottom of the Web page that looks like this:

Contacts At The OPI: Pat Reichert: 406-444-4430, **{** HYPERLINK "mailto:preichert@state.mt.us" **}**;

Marion Erp: 406-444-1951, **{** HYPERLINK "mailto:merp@state.mt.us" **}.**

WHAT'S NEW THIS YEAR

School districts are strongly encouraged to submit all school discipline data for the 2004-2005 school year electronically using the OPI's Internet Reporting and Information System (IRIS).

No paper report forms will be mailed out this year. If a school district is unable to access the electronic application through the Internet, the school district must contact the OPI for instructions on paper filing (see contacts on page 1).

The electronic data entry screen has undergone substantial changes from last year. These changes should make the data entry process easier (see electronic instructions in Appendix B).

There is a new field on the first tab of the data entry screen titled "Incident Identifier" (this field is optional); the intent is to allow the user to enter something in this field that will help identify the incident for future reference.

When entering student data, the application will pre-fill certain fields if the "Perpetrator Identifier" has been entered previously for that school (i.e., perpetrator code, gender code, race code). Remember, perpetrator identifiers must be unique to a particular student at a particular school.

The requirement has been removed that requires an enrolled student who is involved in a firearms incident (handgun, shotgun/rifle, or other firearm), to show expulsion as the action taken. The action code for a firearms incident may now be reported as either expulsion or suspension. <u>NOTE</u>: School districts must have policies in place that provide for suspension as an alternative to expulsion for a firearms incident (see the definition for expulsion in the Glossary, Appendix A).

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:                       WHAT HAS STAYED THE SAME                                                  :
:                                                                                                 :
:   There is no change in the data that are being collected.  The codes                           :
:   used for reporting have not changed, and the general reporting                                :
:   instructions have not changed - with the exception of incidents that                          :
:   involve firearms (see last paragraph on previous page).                                       :
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FREQUENTLY ASKED QUESTIONS AND ANSWERS

The following questions and answers address problem areas that occurred with some frequency in data that were reported in previous years. Please take the time to read through these questions and answers.

1. **Question:** Must a school submit a school discipline report if the school has no incidents to report?

    Answer: <u>Yes</u>. A completed report form must be submitted for every school in the district whether the school has incidents to report or not. If a school has no incidents to report, the "no incidents" box on the data entry screen must be checked for that school.

2. **Question**: Can data for several schools in the district be reported under one school?

    Answer: <u>No</u>. School Discipline Data must be reported under the school where the incident occurred or where the students involved in the incident attend school. If a school has no incidents to report, the "no incidents" box on the data entry screen must be checked for that school.

3. **Question**: How would an incident be reported if the students involved each have different incident codes that pertain to them individually (example: two students rob the school office – one student carries a knife and the other student carries a gun)?

    Answer: School discipline data reporting is incident driven. An incident is reported as <u>one</u> incident, even though you use several incident codes to <u>describe</u> the incident. For instance, the above case should be reported as follows: there is one incident with several incident codes that apply – 2600 (robbery), 12 (shotgun/rifle) and 20 (knife); and under that one incident, there are two student perpetrators. Because a firearm is involved in the incident, the district's firearm policies should be followed - that is, most likely the board of trustees will determine the action taken with the students involved in the incident. For purposes of data reporting, it is unnecessary to distinguish which student carried the rifle and which carried the knife. However, action codes for this incident may be different for each student and one student may be removed for a longer period of time than the other. Because both students are involved in a "firearms" incident, the school must report for each whether the removals are for a full year or have been shortened. The school district can use some discretion on whether to report separate incidents in certain cases, but the emphasis is on the incident and what/who was involved in that incident.

4. **Question**: How should an incident be reported if the student is suspended for several days until the board of trustees can meet and then the student is expelled – should this be two incidents, one for the suspension and one for the expulsion?

    Answer: <u>No</u>. The emphasis is on the incident and this is one incident, not two. The action code should reflect expulsion (which is the end result) and the number of days removed should reflect the total number of days suspended and expelled for that incident.

5. **Question**: If a student is expelled until the end of the school year, must the number of days be reported?

Answer: <u>Yes</u>. The number of <u>school</u> days a student is removed is a required field if the perpetrator is a student. If a student is expelled for the remainder of the year the number of school days must be determined. A full year removal, for example, from November to November, is around 180 school days.

6. **Question**: Are there certain reporting requirements when a student has brought a firearm to school?

Answer: <u>Yes</u>. This year, firearm incidents (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]) may be reported with an action code that reflects an out-of-school expulsion or suspension. Montana Statute (20-5-202, MCA) requires that boards of trustees must have in place a policy for expelling a student for not less than one year if the student is determined to have brought a firearm to school, except that a school board may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. Remember that expulsion is a disciplinary action that is only available to a board of trustees, and there must be policies in place in the school district defining the circumstances and procedures for expulsion and suspension when a firearm is involved.

7. **Question:** How would an incident be reported that involves two students, each one from a different school (for example, one student from the middle school and one student from the high school)?

Answer: Since each student involved in the incident attends a different school, the incident should be reported at each school to include the student information for the student who attends that school. This would result in two incidents being reported for what was essentially one incident; however, the data would correctly indicate students at each school, which could only be reported in this method.

8. **Question:** Should an incident be reported that involves a student on the last day of school in which the student would normally be suspended or expelled, but because it's the last day of school there is no action taken?

Answer: If a student commits a violation on the last day of school that would normally result in out-of-school suspension or expulsion, more than likely the student would be removed from the school for the remainder of that last day of school. The incident should be reported and the length of removal should reflect the decimal portion of that last day of school for which the student is removed. It is important to report this incident, and using a portion of a day allows the incident to be reported.

REQUIRED FEDERAL REPORTS THAT USE THESE DATA

ESEA, Title XIV, Part F – Gun-Free Schools Act (GFSA) – The GFSA requires the state education agency to provide data annually to the U.S. Department of Education to ensure the implementation of the Act. Data provided on incidents that involve firearms satisfy this requirement.

ESEA, Title IV – Safe and Drug-Free Schools and Communities Act (SDFSCA) – The SDFSCA requires the state education agency to report data annually on incidents of prohibited behavior on school property, including information about those committing the offense and those victimized by the incident.

Individuals with Disabilities Education Act (IDEA), Part B, Annual Data Report – The state education agency is required to report data annually on incidents involving students with disabilities who have been suspended or expelled for weapons or drugs violations, as well as students unilaterally removed (suspended/expelled) for more than 10 days, or a series of suspensions that totals more than 10 days during the school year reported.

ESEA, Title IX – Unsafe School Choice Option (NCLB) – The U.S. Department of Education requires the state education agency to report annually on the number of schools identified as "persistently dangerous." The following definition of "persistently dangerous" has been developed by the OPI in consultation with local education agencies and other interested parties:

"A Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

1) in each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and

2) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates:
   a. more than 5 expulsions for a school of less than 250 students,
   b. more than 10 expulsions for a school of more than 250 students, but less than 1,000 students,
   c. more than 15 expulsions for a school of more than 1,000 students."

REPORTING DATA ELEMENTS

This section of the instructions describes the data requirements for each data element in the reporting process. The sequence is the same as the data elements in the electronic application and the icons are from the electronic application. Specific code definitions and other relevant definitions can be found in the Glossary, Appendix A of this manual. If a school district is unable to report data electronically, the district must contact the OPI for instructions (see contacts on page 1).

Incident = an event that:
- **results in an out-of-school suspension or expulsion of any length for an enrolled student, or**
- **involves weapons, drugs or violence in which a nonstudent is involved.**

Data to be reported:

Incidents			Incident/Victim			Perpetrators									
											Special		Length of	Firearm Incident	
					Number				Race/	Program	Ed		Removal	Full-Year	Shortened
Incident	Incident	Location	Incident	Victim	of	Perpetrator	Perpetrator	Gender	Ethnicity	Status	Disability	Action	in School	Expulsion	Expulsion
Month	Identifier	Code	Code(s)	Code(s)	Victims	Identifier	Code	Code	Code	Code	Code(s)	Code	Days	(Y/N)	(Y/N)

Incidents:

Month: This field must be filled in. Select the month in which the incident occurred.

Incident Identifier: This field part of the electronic application and is optional for the user. The intent is to provide the user with a field that can be used to easily identify an incident in the electronic application for a variety of reasons - to make corrections, delete a duplicate, etc.   Some examples that might be used for this field are initials of a student involved in the incident, or the type of incident - like "weapons." If the field is not filled in by the user, it will be electronically filled with a unique incident number.

Location: This field must be filled in. Only one code may be used for this field.

Location Code	Location Name
100	On Campus
200	Off Campus

Incident/Victim

Incident Code: [▾]

Incident Code(s): This field must be filled in. Enter ALL codes that apply. There are four distinct incident categories – Drugs, Other, Violence, and Weapons. Choose one or more codes from as many categories as it might take to accurately describe what took place. For definitions of the incident codes, see the Glossary in Appendix A.

Incident Category	Incident Code	Description
Drugs	1000	Alcohol
	1600	Drugs (Excluding Alcohol and Tobacco)
	3300	Tobacco
Other	1100	Arson
	1200	Attendance Policy Violation
	1400	Breaking and Entering/Burglary
	1500	Disorderly Conduct
	2200	Insubordination
	2400	Obscene Behavior
	2500	Physical Altercation, Minor
	2900	Other Sexual Offenses (Lewd Behavior, Indecent Exposure)
	3100	Theft
	3400	Trespassing
	3500	Vandalism
	9000	Other Offenses (Forgery, Fraud, Bribery, Larceny)
Violence	1300	Aggravated Assault (Battery)
	1700	Fighting (Mutual Altercation)
	1800	Harassment, Nonsexual
	2000	Homicide
	2300	Kidnapping
	2600	Robbery (Involving Physical Harm)
	2700	School Threat (of Destruction or Harm)
	2800	Sexual Battery (Rape)
	3200	Threat/Intimidation
Weapon	11	Handgun
	12	Shotgun/Rifle
	13	Other Firearms
	20	Knife, Blade 2.5" or Greater
	96	Dangerous Weapon
	97	Other Weapons

Victim Code: [▾]

Victim Code	Victim Name
100	Student
200	School Personnel
500	Other
600	Nonschool Personnel
700	**None**

Vicitm Code(s): This field must be filled in. Enter ALL codes that apply. The victim code captures specific information regarding any individuals who were victimized by the incident. A perpetrator cannot be a victim. **If there are no victims, use code 700.** If code 700 is used (no victims) then no other codes may be entered. For definitions of the victim codes, see the Glossary, Appendix A.

# of Victims: Enter the number of victims for each victim code entered. **Leave this field blank if code 700 (no victims) is used.**

Perpetrators

Information in this section is directly related to the incident and victim codes and for each incident there must be at least one perpetrator (student or nonstudent). If there were several perpetrators involved in an incident, each must be reported. The perpetrator identifier and perpetrator code fields are required for all perpetrators. If a perpetrator is a nonstudent, only the identifier and code fields must be completed.

Perpetrator Identifier: This field must be completed for all perpetrators. The perpetrator identifier is assigned by the user and is unique to a particular perpetrator at a particular school. The identifier can be initials, a number, or combination of both numbers and letters. A name should not be used. **If a perpetrator is involved in additional incidents, the same identifier must be used for each additional incident**.

Perpetrator Code: This field must be completed for all perpetrators reported. The perpetrator code identifies specific information about the type of perpetrator. For definitions of the perpetrator codes, see the Glossary, Appendix A.

If the perpetrator is a nonstudent, no further data are required.

Perpetrator Code	Perpetrator Name
100	Student
640	Nonstudent
999	Unknown

Gender Code - If the perpetrator is an enrolled student in the school, the gender field must be completed.

M	Male
F	Female

Race/Ethnicity Code: If the perpetrator is an enrolled student in the school, the race/ethnicity field must be entered. Use the code that most clearly reflects the student's recognition in his or her community or with which the student most identifies. For definitions of the race/ethnicity categories, see the Glossary, Appendix A.

Code	Race/Ethnicity Name
01	American Indian or Alaskan Native
02	Asian
03	Hispanic
04	Black (not Hispanic)
05	White (not Hispanic)
06	Native Hawaiian/Pacific Islander

Program Status: [▼]

Code	Program Status
11	Regular Education
A	Section 504 Plan
B	Limited English Proficient
12	Special Education
B	Limited English Proficient

Program Status Code: If the perpetrator is an enrolled student in the school, the program status field must be completed. This code identifies the student as either regular education or special education (receiving services under the Individuals with Disabilities Education Act [IDEA]), as well as whether a student is limited English proficient or has a Section 504 plan. **Note: Section 504 is only available for regular education students.** For definitions of limited English proficient and Section 504 plan, see the Glossary, Appendix A.

Disability: [▼]

Disability Code(s): For any perpetrator who is a student and is coded as special education in the program status field (code 12 or 12B), a disability code or codes must be entered for all disabilities the student qualifies under. <u>Enter ALL codes that apply</u>.

Code	Disability	Code	Disability
AU	Autism	LD	Learning Disability
CW	Child with Disability	OH	Other Health Impairment
CD	Cognitive Delay	OI	Orthopedic Impairment
DB	Deaf Blindness	SL	Speech/Language Imp
DE	Deafness	TB	Traumatic Brain Injury
ED	Emotional Disturbance	VI	Visual Impairment
HI	Hearing Impairment		

Action: [▼]

Action Code	Action Name
250	Expulsion, placed in interim alternative educational setting (referral by school personnel)
260	Expulsion, <u>without services</u>
400	Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel)
410	Suspension, out-of-school, <u>without services</u>

Action Code: <u>An action code must be entered for each perpetrator who is an enrolled student. Only one action code may be used.</u> For action code definitions, see the Glossary, Appendix A.

Length of Removal: [ ]

Length of Removal: The length of the suspension or expulsion for each perpetrator who is an enrolled student must be entered in **school days**. Partial days are reported as a decimal. A student who has been expelled for a "full year" would be expelled for at least 180 **school days** (the total number of days a school is in session in one year). <u>NOTE</u>: If a student is suspended until an expulsion hearing in which the student is expelled, the action code shall reflect expulsion and the length of removal shall reflect the total number of school days suspended and expelled.

Expulsion - Full Year/Shortened:

If an incident is reported with a code that indicates a firearm was involved (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), then (based on the federal and state Gun-Free Schools laws) information must be provided on whether the required removal is for a full year or if it has been shortened to less than a full year. Either Full Year or Shortened must be checked.

Montana law requires that school districts have a policy in place for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than **one calendar year** unless the trustees modify the requirement for expulsion on a case-by-case basis (20-5-202, MCA). See the definition for "expulsion" in the Glossary, Appendix A.

No Incidents To Report

If a school has no incidents that fit the criteria for reporting (see "Data to be Reported" on page 1), the school shall check the box that indicates no incidents to report at the bottom of the data entry screen.

Submission

Data shall not be submitted until the end of the school year to ensure that all incidents throughout the year have been reported. The electronic submission of data will not be allowed until May and submission to the OPI can only be done at the district level (see Appendix B for details on electronic submission).

APPENDIX A

Glossary

Action Codes

250 **Expulsion, placed in interim alternative educational setting (referral by school personnel)**: The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services. This includes both students with and without disabilities.

260 **Expulsion, without services**: The student is expelled by an action of the school board of trustees from all school district settings, with total cessation of educational services.

400 **Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel)**: The student is removed from his/her current educational setting in accordance with school district policy and placed in an interim alternative educational setting to receive education services. This includes both students with and without disabilities.

410 **Suspension, out-of-school, without services**: The student is removed from his/her current educational setting in accordance with school district policy and from all school district settings for a specified length of time during which the student does not receive educational services.

Expulsion

Montana Statute 20-5-202, MCA, states that expulsion is a disciplinary action available only to the school district board of trustees. The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student.

The statute also states that the trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school for not less than one year. However, the trustees may authorize the school administration to modify the requirement of expulsion of a student on a case-by-case basis.

Incident Codes

DRUGS

1000 **Alcohol**: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.

1600 **Drugs (Excluding Alcohol and Tobacco)**: Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.

3300 **Tobacco**: Possession, use, distribution, or sale of tobacco products.

OTHER

1100 **Arson**: To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires would be included in this category if they were contributing factors to a damaging fire.

1200 **Attendance Policy Violation**: Violation of school district, or school policy relating to attendance.

1400   **Breaking and Entering/Burglary**: Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.

1500   **Disorderly Conduct**: Any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.

2200   **Insubordination (Disobedience)**: Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

2400   **Obscene Behavior**: Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures or language/profanity.

2500   **Physical Alteration, Minor**: Confrontation, tussle, or physical aggression that does not result in injury. Offenses could include pushing or shoving.

2900   **Other Sexual Offenses (Lewd Behavior, Indecent Exposure)**: Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. **Note**: Consider age and developmentally appropriate behavior before using this category.

3100   **Theft**: The unlawful taking of property belonging to another person <u>without threat, violence or bodily harm.</u> Electronic theft of data should be coded here.

3400   **Trespassing**: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

3500   **Vandalism**: Willful destruction or defacement of school or personal property.

9000   **Other Offenses (Forgery, Fraud, Bribery)**: Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

VIOLENCE

1300   **Aggravated Assault (Battery)**: Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Examples: Striking that causes bleeding, broken nose; kicking while a student is down.

1700   **Fighting (Mutual Altercation)**: Mutual participation in an incident involving physical violence where there is no major injury.

1800   **Harassment, Nonsexual**: Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment. Examples: bullying or hazing.

2000   **Homicide**: Killing a human being.

2300   **Kidnapping**: Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.

2600   **Robbery (Involves Physical Harm)**: The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery.

2700 **School Threat (of Destruction or Harm)**: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.

2800 **Sexual Battery**: Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.

3200 **Threat/Intimidation**: Physical, verbal, written, or electronic action that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

WEAPONS

11 **Handgun**: The weapon involved was a handgun or pistol. Must result in an expulsion hearing before the board of trustees.

12 **Shotgun/Rifle**: The weapon involved was a shotgun or rifle. Must result in an expulsion hearing before the board of trustees.

13 **Other Firearms**: The weapon involved was another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act, other firearms include:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;

- The frame or receiver of any weapon described above;

- Any firearm muffler or firearm silencer; and

- Any destructive device, which includes:
  - o Any explosive, incendiary (e.g., bomb, grenade), or poison gas;
  - o Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
  - o Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

  Must result in an expulsion hearing before the board of trustees.

20 **Knife, Blade 2.5" or Greater**: The weapon involved was a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length.

96 **Dangerous Weapon**: A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C §930(g)(2)]

If the weapon involved was a knife with a blade of 2 ½ inches in length or greater, report the incident under the Knife code (20) above.

97 **Other Weapons**: The incident involved a weapon other than those described above.

Location Codes

100 **On Campus**: The incident occurred on school property or in a school building.

200 **Off Campus**: The incident occurred off school property or not in a school building.

Perpetrator Codes

100   **Student**: The perpetrator is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.

640   **Nonstudent**: The perpetrator is a nonstudent youth (e.g., dropout, student from another school).

999   **Unknown**: The perpetrator is unknown.

Program Status Codes

11   **Regular Education**: The student is receiving education services in the regular education program.

12   **Special Education**: The student is a student with disabilities who qualifies for special education and related services under the Individuals with Disabilities Education Act (IDEA) and in receiving those services in accordance with an Individualized Education Program (IEP).

A   **Section 504 Plan**: A plan developed to provide services and/or accommodations/modifications to a regular education student so that he/she may benefit from the education process. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities, including students, parents and staff members. The IDEA defines as eligible only students who meet the criteria for specified types of impairments and who, because of those conditions, need special education and related services. Section 504, on the other hand, covers all students with disabilities. These students are defined as having any physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, learning.

    A student who is eligible for special education and related services under IDEA will not have a Section 504 plan. Any accommodations necessary will be written into the student's IEP under IDEA.

B   **Limited English Proficient**: An individual who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:
  - a) who was not born in the United States or whose native language is a language other than English;
  - b) who is American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
  - c) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments; the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in our society.

Race/Ethnicity Codes

01   **American Indian or Alaskan Native**: Any individual a) who is a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940, and those recognized by the state in which they reside, or who is a descendant, in the first or second degree*, of such members, or b) is considered by the Secretary of the Interior, Bureau of Indian Affairs or Indian Health Service, to be an Indian for any purpose, or (c) is an Eskimo or Aleut or other Alaskan native.

    *First degree refers to parents and second degree refers to grandparents.

02   **Asian**: A person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.

03   **Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

04   **Black (not Hispanic)**: A person having origins in any of the black racial groups of Africa.

05   **White (not Hispanic)**: A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

06   **Native Hawaiian/Pacific Islander**: A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa, and Tahiti.

Suspension

Montana Statute 20-4-302(5), MCA, states that in a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause. And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

Montana Statute 20-5-202(1), MCA, states that the trustees of a district must adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

Montana Statute 20-5-202(3) states that a teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

Victim Codes

100   **Student**: The victim is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.

200   **School Personnel**: The victim is employed at the reporting school at the time the incident occurred.

500   **Other**: The victim can't be identified in any of the listed categories for victims.

600   **Nonschool Personnel**: The victim is an individual who does not attend or work for the school (e.g., parent, community member, volunteer).

700   **None**: Use this code for incidents where no persons are victimized.

APPENDIX B

Electronic Data Entry and Submission
School Year 2004-2005

SOME IMPORTANT POINTS

✔ The electronic school discipline data collection application **will be open for data entry starting the middle of September 2004**.

✔ Data entry of school discipline data may occur over the course of the school year. **The application will remain open until the due date of June 30, 2005**. This will allow schools to enter data at any time between Septmeber 2004 and June 30, 2005. However, **submittal of that data** by the school to the school district or by the school district to the OPI **will not be available until May 1, 2005**.

✔ **The data entry screen in the application has changed substantially**. Please use this part of the manual to familiarize yourself with the new look.

NEW

✔ There is an on-demand video available online that will provide comprehensive instruction on accessing the application, entering and submitting data. This video can be found at http://www.opi.state.mt.us/SchoolDiscipline/ and is easily viewed with Quicktime software. Quicktime can be downloaded from the OPI Web page (bottom of the page) - simply click on the Quicktime icon and follow the instructions.

✔ The application is structured so that a school district may enter data for its individual schools or if the district prefers, each of the schools in the district may enter data and submit to the district. However, **the district must do the final submittal at the district level for the data to be submitted to the OPI**. Failure to submit at the district level will result in an incomplete report.

NEW

✔ You can now save any report as a PDF file to your C: drive and print from there, rather than trying to print from the OPI Citrix server. This gives you a permanent electronic copy of each report; if you have had difficulty printing in the past, you will find this to be a big time saver.

✔ **If you have questions**, please contact Pat Reichert (444-4430, preichert@state.mt.us) or Marion Erp (444-1951, **{** HYPERLINK "mailto:merp@state.mt.us" **}**).

This section provides comprehensive instructions on accessing the application, entering data and submitting completed reports in the School Discipline Data Collection application. If you have already installed the Citrix client and tested your printer, you may want to skip sections. Check the Table of Contents to determine where to start.

Citrix Setup

Hardware and Software Requirements

Any Windows 98 computer capable of running a web browser equal to Internet Explorer 5.5 with 128 bit encryption or any Windows NT, 2000 or XP computer running Internet Explorer 6.0 with 128 bit encryption.

IBM
Microprocessor	80486 or higher as required for a web browser
Memory	8mb of Ram as required for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 2.5 MB free disk space available
Mouse	As required for web browser
Citrix client	6.2x - Required Installation – Replaces all previous versions

Macintosh
|	
Power PC or better	
Memory	8mb of Ram as required for a web browser
Operating System	9.2 or greater
Video	Not applicable
Hard disk	At least 2.5 MB free disk space available
Mouse	As required for web browser
Citrix client	6.2x – Required Installation – Replaces all previous versions

Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution right click on your desktop, go to Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 is displayed. Click OK. You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box.   If you do not click on the OK button at this point your settings will be returned to normal after 15 seconds. If the video settings appear normal click OK and your monitor resolution will be reset.

Logging In To IRIS

Access to the School Discipline Data Collection is through the OPI home page at http://www.opi.state.mt.us.

If you experience difficulty getting to the OPI's home page, please try to reach another site like { HYPERLINK http://www.yahoo.com } or { HYPERLINK http://www.google.com }. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

At the OPI home page, click on the tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information System Citrix Enterprise Portal.
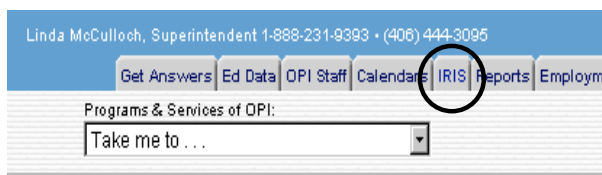
The next screen you will see is the IRIS login screen.

Please note that the format of the Citrix screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what is seen on the screen.

If you have problems following the instructions because of screen changes, please call the OPI Help Desk at 406-444-3448.

Sign on using the district or school user name and password mailed by the OPI to district superintendents. Passwords are changed periodically, so if you encounter problems logging in, check with your superintendent to be sure that the most current password is being used. If you still have problems, call the OPI Help Desk at 406-444-3448.
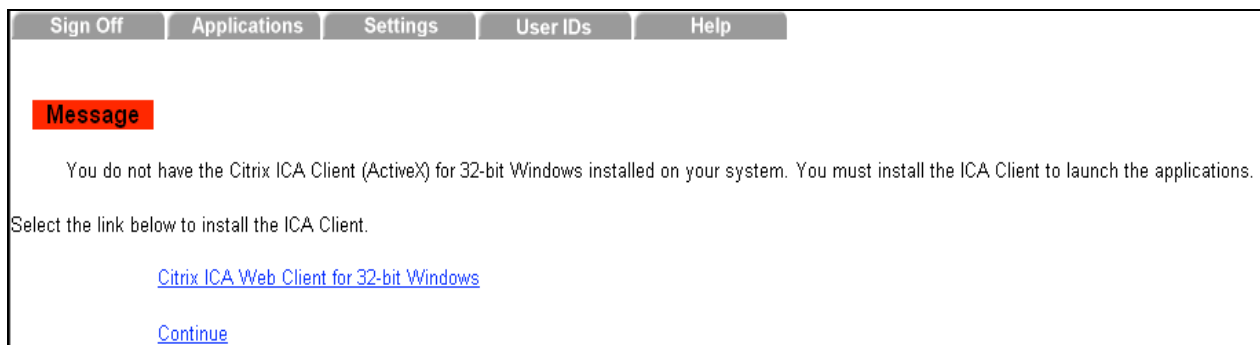
If you have never used a Citrix application through our IRIS site before, you must install the Citrix Client

Mac users choose IRIS Help and select New Iris Clients for Macintosh! Follow the instructions given there to install the client.

Windows users, click on Install Citrix Clients. Follow instructions below.

If you already have the Client installed, skip to page 20.

If you try to log in without the client software installed, you will get this message. If you believe you have already installed the Citrix Client, but you are still having trouble getting in, try reinstalling the Client - it does not hurt to reinstall over an already existing version.

Windows users, click on **Citrix ICA Web Client for 32-bit Windows** and continue as above. **Mac** users, go back to the previous page, click on Iris Help and choose New Iris Clients for Macintosh!

# Installing the Citrix Client for Windows Users


Click on Install Citrix Web Client.

Due to differences in operating system versions, the dialog boxes you see may not match these screen shots exactly. However, the intent of each box is the same. Follow the process without worrying about the exact wording in the box. For example, you might see either of the two boxes below for your first step.
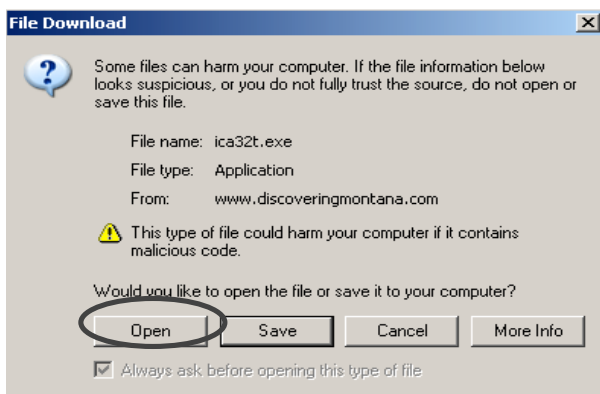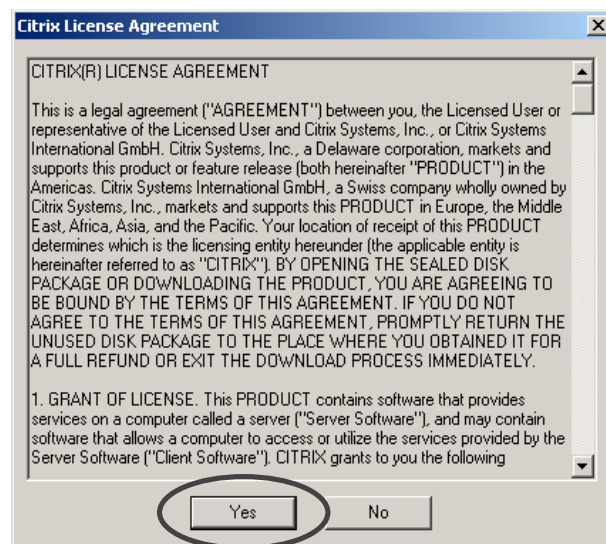

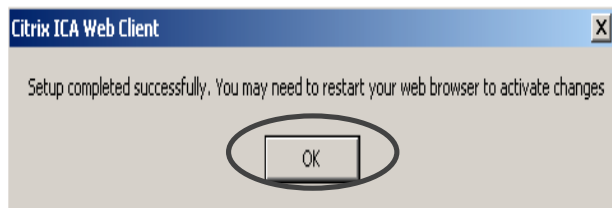You want to Run or Open this program. Do not save it to disk.
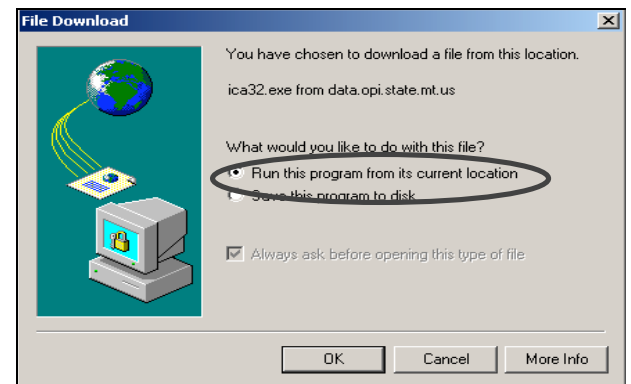


Next:
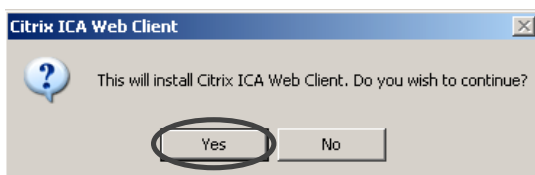
Choose Yes.

Choose Yes.

Choose OK.

After Citrix Client is Installed

Log in using the User Name and Password provided to you by the Office of Public Instruction. Leave the Domain at the default value. If you cannot find your User Name and Password call the OPI Help Desk at 406-444-3448.

Based on your User name and Password, the program will limit your access to just those areas of concern to you and the data you need to enter.
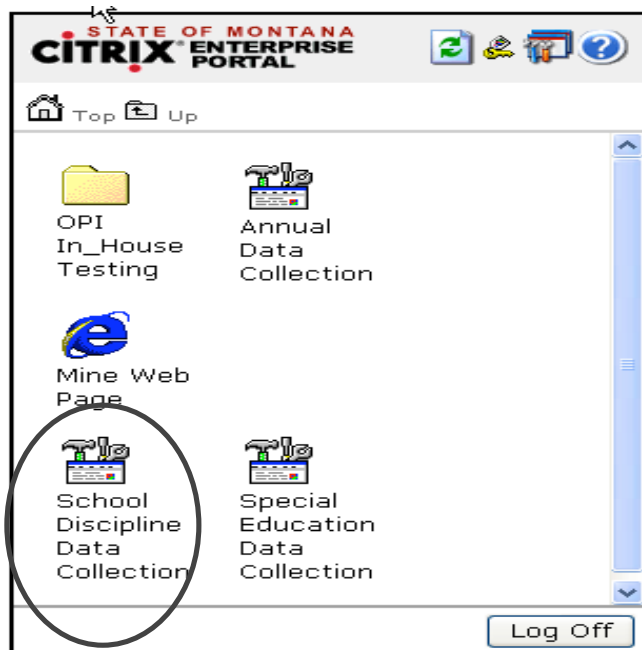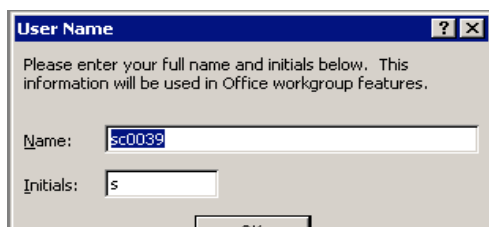

Choose the School Discipline Data Collection icon.
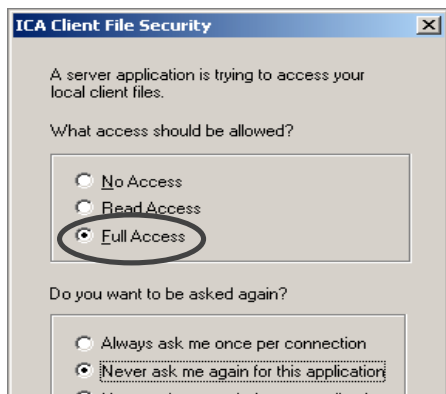
The first time you use any Citrix application, you may see this message.

Select Full Access. The purpose of this selection is to allow access to the Citrix client software that you have installed on your computer. *This also allows Citrix to create a folder on your C: drive and copy PDF files of your reports to the folder.*

Depending on whether you ever want to be bothered with this message box, choose any of the options under "Do you want to be asked again?" Click OK.

If you see this box, just click OK. Don't type anything in either field.

School Discipline Data Collection

If this is the next screen you see, you have successfully logged onto the School Discipline Data Collection Application.
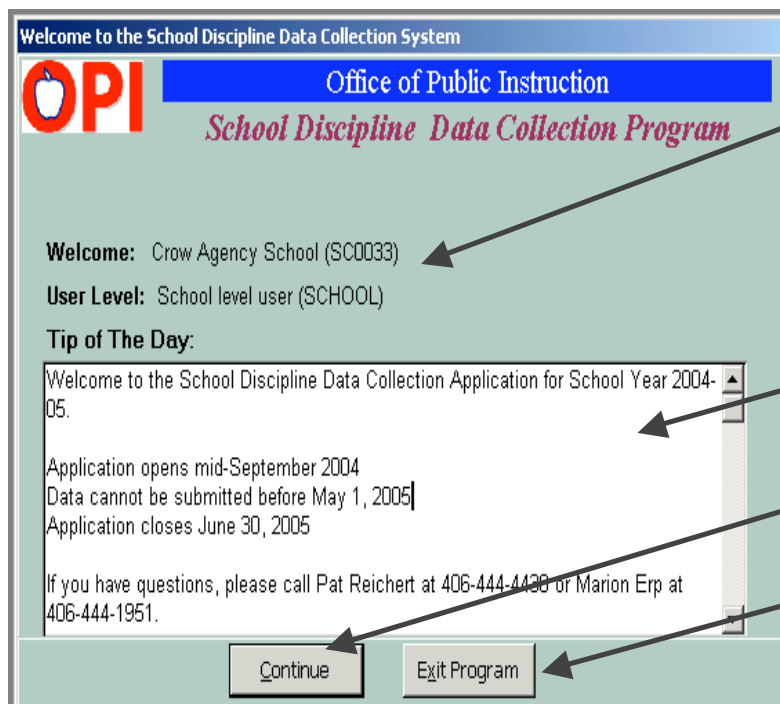
Your user level is described on this screen.

Be sure to read the Tip of The Day for helpful hints or changes to the application.

Click Continue to move to the next screen.

Click Exit Program to exit the program.

Main Menu

When you log in, the application will identify you as a school district or a school based on your user name and password. As a school district, you will have the ability to enter data for all schools in your district. As a school you will have the ability to enter data for your school only.

The buttons on the left of the screen provide you with three different options. Single click to select a button. The <u>Data Entry</u> button is always selected by default.

The white screen lists options available under each button.

Double click to choose a menu option from the list in the white screen (if you single click the option, a description of that option is shown underneath the screen).

The <u>Exit</u> button will exit the program.

The <u>Help</u> button will provide access to help options.

School Discipline Data Collection Main Menu

Office of Public Instruction

School Discipline Data Collection

District: 0023 ▾ Hardin Elem ▾

School: 0033 ▾ Crow Agency School ▾

Select School Year: 2004-2005 ▾

Select a button then double click to select the option to the right.

🖉 Data Entry

School Discipline Data Entry Form
Submit School Discipline Data

🖺 Reports

❓ Help

Enter School Discipline Data

Help   Exit
❓   🚪

Data Entry Screen

The data entry screen is substantially changed from last year. Note that there are three tabs across the top: <u>Incidents</u>, <u>Incident/Victim</u>, and <u>Perpetrators</u>. You will begin in the Incidents tab. The curser is, by default, in the first field - <u>Month</u>.

To move from one field to the next, press the <u>Enter</u> key or use your mouse. To add an additional code to a field that allows more than one code, press the <u>Tab</u> key. To add additional perpetrators to an incident, press the <u>Tab</u> key after entering all perpetrator data for the previous perpetrator. To enter a new incident, press the Enter key after entering all perpetrator data.

Incidents - (frmIncidents)

District: 0023 ▾ Hardin Elem ▾   School Year: 2004-05

School: 0033 ▾ Crow Agency School ▾

Incidents | Incident/Victim | Perpetrators |

Getting Started

School year is set by default.

If you are a school, you may begin entering data. If you are a district, you must choose a school from the School pull-down menu before you start entering data.

Incidents Tab

Location Code: Type the code number or select from the pull-down menu. *Validation Check:* This field cannot be left blank and only one code may be entered. Press Enter to continue.

Month: Enter the month in which the incident occurred. Select from the pull-down menu or begin typing the name of the month. *Validation Check:* This field cannot be left blank. Press Enter to continue.

The small white screen lists all incidents that have been reported for this school in the order that they were entered, most recent at the top. To bring up an incident from the screen, double click on the incident (data will show in the fields). To delete an incident, double click on the incident on the small white screen to bring it up and then click the Delete button.

Incident Identifier: This optional field is for your convenience. Please see page 6 for information on this field. If the field is not filled in by the user, it will be automatically filled with a unique incident number. Use this field to locate previously entered incidents. Press Enter to continue.

Incident Identifier
Useful for identifying an incident. (if left empty, a unique number will be assigned)

Month:

Incident Identifier:

Location:
100-On Campus
200-Off Campus

Incidents:
(Double Click to Edit)

Month	Incident
October	bbb
September	aaa

Delete

☐ No incidents reported

If a school has no incidents to report, simply check the No incidents reported box.

Use the "Enter" key to move from field to field.

Use the "Tab" key instead of "Enter" if you have multiple incident codes, victim codes, or perpetrators.

Report By:
Entry Month Exit

Exit the data entry screen by clicking the Exit button.

There are two reports that may be viewed or printed: Report by Entry is a report of each incident in the order in which it was entered into the application; Report by Month is a report of each incident in order by the month it was reported in. Both contain the exact same data, just formatted differently.

Incident | Incident/Victim | Perpetrators

Incident/Victim Tab

All incident codes and victim codes entered for the incident are listed in the small white screens. To delete an already existing incident or victim code, double click on the code in the small white screen and press the corresponding Delete button.

Incident Code: [▼]

Victim Code: [▼] # of Victims: [   ]

Codes:
(Double Click to delete)

| 1300 | Aggravated Assault (Battery) |

Codes:
(Double Click to Edit or delete)

Code	# of Victims
200	1

Delete

Delete

Incident Code:

Incident Code:			
	11	Handgun	Weapon
Codes:	12	Shotgun/Rifle	Weapon
(Double	13	Other Firearms	Weapon
Click to	20	Knife, Blade 2.5" or Greater	Weapon
delete)	96	Dangerous Weapon	Weapon
	97	Other Weapons	Weapon
	1300	Aggravated Assault (Battery)	Violence
	1700	Fighting (Mutual Altercation)	Violence

Enter by typing in the code or selecting from the pull-down menu. *Validation Check:* This field cannot be left blank. Enter all that apply.

Press <u>Tab</u> to enter additional incident codes. Press <u>Enter</u> to continue to the next field.

Victim Code:
of Victims:

Victim Code:		# of Victims:
	100	Student
Codes:	200	School Personnel
(Double	500	Other
Click to Edit	600	Non School Personnel
or delete)	700	None

<u>Victim Code</u>: Enter all that apply by typing in the code or selecting from the pull-down menu. <u>NOTE:</u> <u>Code 700 is used if there are no victims.</u> *Validation Check:* This field cannot be left blank. If victim code 700 (none) is entered, no additional victim codes may be entered.

Press <u>Tab</u> to enter additional victim codes. Press <u>Enter</u> to continue to the next field.

<u>Number of Victims</u>: Enter the number of victims that apply to each victim code entered. *Validation Check:* A number of victims must be entered for any victim code entered, except 700 (none). A number will not be accepted if the victim code is 700 (none).

Incidents	Incident/Victim	Perpetrators

Incident Identifier: sss

Identifier: [ ] Code: [ ]

Gender: [ ] Race: [ ] Program Status: [ ]

Action: [ ] Length of Removal (in school days): [ ]

Disability: [ ]

Disability: (Double Click to delete)

Delete ✗

Expulsion/Suspension (Firearms Incidents Only)

○ Full Year ○ Shortened

Identifier	Code
Perpetrator: SSS	100
(Double Click to Edit)	

Delete ✗

Use the "Enter" key to move from field to field. Use the "Tab" key instead of "Enter" if you have multiple incident codes, victim codes, or perpetrators.

Report By: Entry Month Exit

Perpetrators Tab

Enter at least one perpetrator for each incident. Complete all fields before adding another perpetrator. To add another perpetrator, press the <u>Tab</u> key after all fields have been completed for the current perpetrator.

To add another incident, after all perpetrator data have been entered, press the <u>Enter</u> key (or you may click the incidents tab with your mouse).

All perpetrators entered for an incident will be listed in the small white screen. To delete an existing perpetrator, double click on the perpetrator in the screen and press the <u>Delete</u> button.
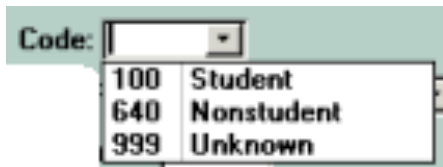
Perpetrator Identifier:

Identifier: [   ]

Enter the unique identifier for the perpetrator (this is assigned by the user and may be initials, numbers, or any combination). The perpetrator identifier must be unique to a perpetrator at a particular school. *Validation Check:* This field cannot be left blank. Only one perpetrator identifier may be entered for each perpetrator. If the perpetrator identifier has been used in previous incidents, then the code, gender, and race fields will be pre-filled. Press Enter to continue.

Perpetrator Code:

Code: [▼]

100	Student
640	Nonstudent
999	Unknown
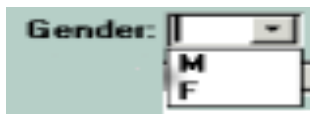
Enter by either typing the perpetrator code number or selecting a code from the pull-down menu. *Validation Check:* This field cannot be left blank. For each perpetrator identifier entered, there must be a perpetrator code entered. If the code entered is 640 (nonstudent) or 999 (unknown), then no additional data are required and all subsequent fields will be grayed out. If the perpetrator is a nonstudent, press Tab to enter another perpetrator, or Enter to add another incident. If the perpetrator is a student, press Enter to continue to the next field.
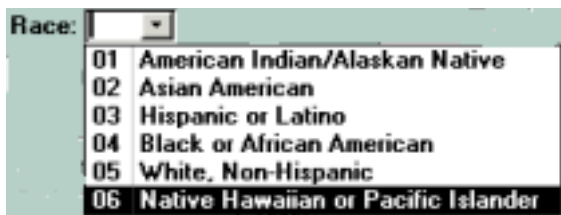
Gender Code:
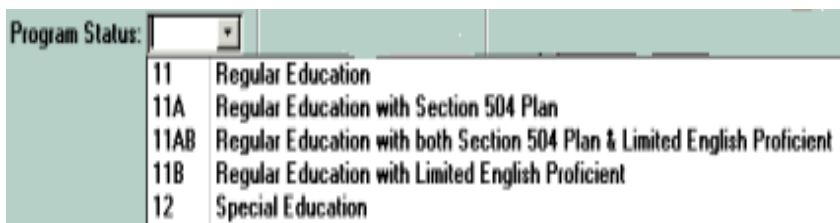
Gender: [▼]

| M |
| F |

If the perpetrator is a student, enter the appropriate gender code by either typing the code or selecting from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Press Enter to continue.
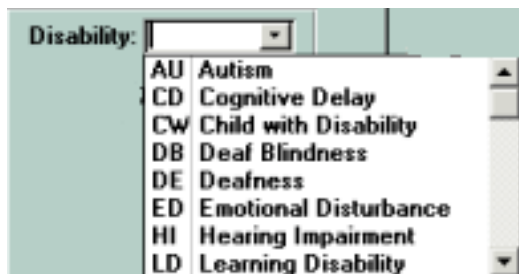
Race Code:

Race: [▼]

01	American Indian/Alaskan Native
02	Asian American
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

If the perpetrator is an enrolled student, enter the appropriate race code by either typing the code number or selecting the code from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Press Enter to continue.

Program Status Code:

Program Status: [▼]

11	Regular Education
11A	Regular Education with Section 504 Plan
11AB	Regular Education with both Section 504 Plan & Limited English Proficient
11B	Regular Education with Limited English Proficient
12	Special Education

If the perpetrator is an enrolled student, enter the program status code by either typing the code number or selecting the code from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Press Enter to continue.
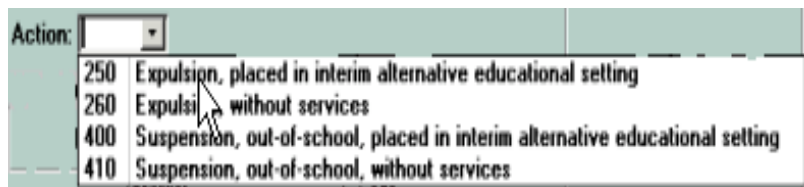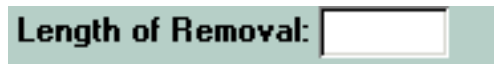
Disability Code:

If the program status code indicates special education (12 - Special Education, or 12B - Special Education with Limited English Proficient), enter all disability codes that apply either by typing the disability code letters or by selecting from the pull-down menu. *Validation Check:* If the program status code indicates special education, this field cannot be left blank. Enter all that apply. Press Tab to enter additional disability codes. Press Enter to continue to the next field.

To delete an already existing disability code, double click on the code in the small white screen and click the Delete button. NOTE: A deleted disability code will remain on the screen until the record has been refreshed (by exiting the screen).

Action Code:

If the perpetrator is an enrolled student, enter the action code by either typing the code number or selecting from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Only one code can be entered. Press Enter to continue.

Length of Removal:

If the perpetrator is an enrolled student, enter the length of removal in school days that the student was suspended or expelled by typing the number. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Unless firearms were involved in this incident (Incident Code 11, 12, or 13), this completes the data entry for this perpetrator.

Press Tab to enter another perpetrator. Press Enter to begin a new incident.

Expulsion - Full Year/Shortened:

If the perpetrator is an enrolled student, and the incident code indicates firearms were involved (incident code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), use the mouse to click the appropriate box - full-year expulsion/suspension or shortened expulsion/suspension. *Validation Check:* If the incident codes include at least one firearms code, then either Full Year or Shortened must be checked. To begin a new incident from here, click on the Incidents Tab.

Reports

The reports available in this application may be accessed at any time through buttons on the bottom of the data entry screens or through the Reports button on the main menu.

Data Entry Screen

Report by Entry provides a list of incidents in the order that they were entered into the application. This report includes all data for each incident.

Report by Month provides a list of incidents by the month in which they occur. This report includes all data for each incident.

Main Menu Screen

Report by Entry provides a list of incidents in the order that they are entered into the application. This is the same report that can be viewed from the data entry screen.

Report by Month provides a list of incidents by the month in which they occur. This is the same report that can be viewed from the data entry screen.

Check School Submission Status provides a list of schools in the district and whether they have submitted their data or not. This report is only useful at the district level.

Printing a Report:

Reports may be printed directly from the report screen or may be saved as a PDF document to your C: drive and then printed. Saving the report as a PDF document gives you a permanent electronic copy of each report and if you have had difficulty printing in the past, you will find this a big time saver.

To print the report from the application, click on the Print icon.

To close the report, click the Close icon.

To save the report to your C: drive as a pdf document, click the PDF icon.

School Discipline - [SCHOOL DISCIPLINE INCIDENT REPORT]			
Print... Close 90% PDF Save As Pdf		Type a question for help	

OPI
Linda McCulloch, Superintendent
Office of Public Instruction
Special Education
PO Box 202501
Helena MT 59620-2501

Incident Report Ordered by User Entry

SCHOOL DISCIPLINE LOG
School Year: 2005
7/1/2004 through 6/30/2005

District: **Hardin Elem (0023)**   School: **Crow Agency School (0033)**

Incident Month	Incident Identifier	Incident Codes	Location Code	Victim Codes	# of Victims	Perpetrator Identifier	Perpetrator Code	Gender Code	Race Code	Program Status Code	Special Ed Disability Code(s)	Action Code	Length of Removal in Days	Full Year Expulsion	Shortened Expulsion
September	aaa	1500	100	700	0	AAA	100	M	05	11		410	1	☐	☐
October	bbb	2200	100	100	1	BBB	100	M	01	11		410	3	☐	☐
September	sss	1500	100	700	0	SSS	100	M	05	11		410	1	☐	☐

3 Incidents for Crow Agency School

Save a Report as a PDF (Printing) When you click the PDF icon, the report will automatically be saved to a folder on your C: drive named "OPI Reports." The following message will pop up. Click OK.

SAVED

Your report has been saved to your local machine: C:\OPI Reports\SCHOOL DISCIPLINE INCIDENT REPORT - FY2005 0023.pdf.

OK
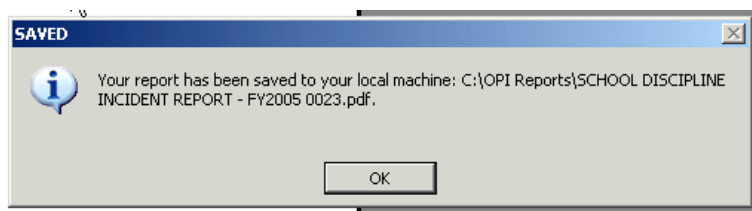
You can then open and print these PDF reports from your own computer, without being logged in to IRIS. This option is much quicker than printing from the OPI Citrix server.

ICA Client File Security

A server application is trying to access your local client files.

What access should be allowed?

○ No Access
○ Read Access
● Full Access

Do you want to be asked again?

○ Always ask me once per connection
● Never ask me again for this application
○ Never ask me again for any application

If you see this message the first time you try to print, choose Full Access for question one and answer question two however you prefer.

This gives the Citrix server the right to create a folder on your C: drive called OPI Reports.

Submit

<u>The submit process is very important because that is the only way that you, the user, can indicate that the data entry process is complete.</u> When a school submits its data to the district, the school is letting the district know that all data have been entered and the process is finished. And, the same can be said when the district submits data for all its schools to the OPI.

<u>The submit process should not be executed until ALL data have been entered and all schools are sure there will be no further incidents in the school year.</u> The application will not allow the submit process to be performed until after May 1, 2005.

When a school performs the submit process, the school will no longer have rights to add or edit existing data. Any errors must be corrected at the district level. When a district performs the submit process, the district will no longer have rights to add or edit existing data, and any errors must be corrected by the OPI.

At the Main Menu, double click the <u>Submit School Discipline Data</u> option under the Data Entry button.

This screen indicates if you are a school submitting your data to the district or if you are a district submitting all school data to the OPI.

When your data entry is complete, simply click the <u>Submit</u> button.

<u>Status Report</u> tells a district the submittal status of schools within the district (only useful at the district level).
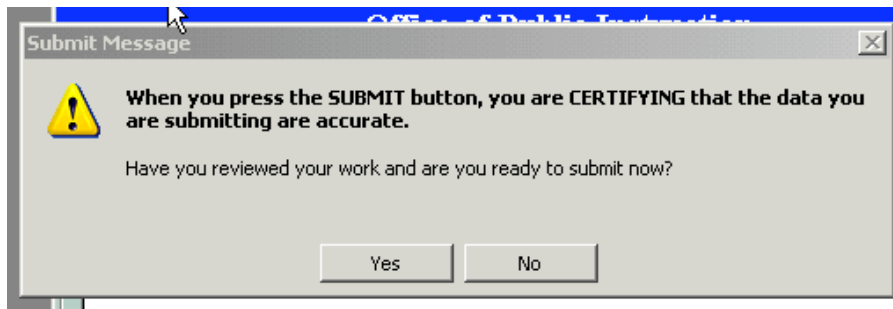
When you press the Submit button, this message box will appear. It will remind you that you are certifying accuracy of the data. If the data are correct, click Yes.

If a district is submitting data for all its schools to the OPI and one or more schools do not have at least one incident entered or the "no incidents" box checked, the district will not be allowed to submit. An error message will appear advising why the district will not be allowed to submit.
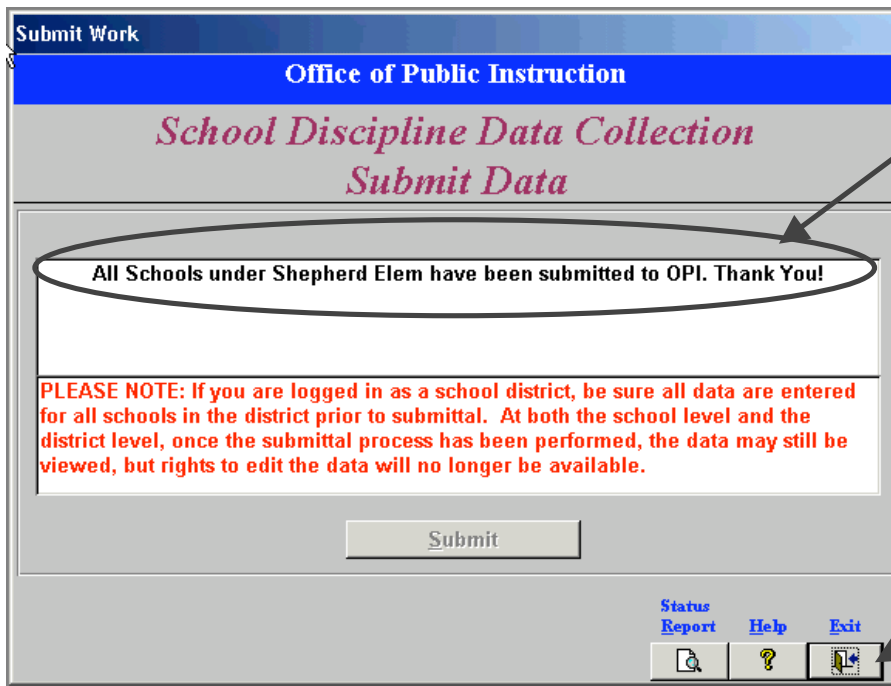
After the data have been submitted, the screen will change.

You can still access reports through the Reports button on the Main Menu. However, you will no longer have access to the data entry screen.

Use the Exit buttons on each screen to exit out of the program.

Congratulations. You are Done!!!